

PLACING CSDR REQUIREMENTS ON CONTRACT

The Cost and Software Data Reporting (CSDR) Plan (DD Form 2794) is the key document in establishing program reporting requirements. There are two types of CSDR plans: program plans and contract plans. The program plan is used to identify all Work Breakdown Structure (WBS) elements associated with the Major Defense Acquisition Program (MDAP). The contract plan (or subcontract plan) is derived from the program plan and is comprised of WBS elements unique to a specific contractual effort. Though the government program manager bears primary responsibility for preparing the CSDR plan, it is closely coordinated with the Cost Working-level Integrated Product Team (CWIPT).

Detailed activities for processing CSDR contract requirements are described in Chapter 4 of the CSDR Manual, DoD 5000.04-M-1. The PM and CWIPT shall ensure compliance with the reporting requirements established in DoDI 5000.2 and DoD 5000.04-M-1. They will reach consensus regarding cost analysis requirements, the program and contract WBS, the appropriate level of WBS element reporting, the applicable CSDR reports, and the reporting frequency of each report. This information is incorporated into the program and contract CSDR plans, DD Forms 2794. The contract CSDR plan is included in the solicitation prior to release to industry via DD Form 1423-1, "Contract Data Requirements List (CDRL)." This allows prospective offerors to properly assess the complete aspects of reporting and the associated costs thereof prior to contract award, including reporting on WBS elements that could be subcontracted. DD Form 1423-1 is available for download from the Washington Headquarters Services Web site:

<http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>

At least 60 days prior to the release of the solicitation, the CWIPT submits the program (if not previously submitted) and contract CSDR plans, related RFP language and WBS dictionaries as appropriate, the Resource Distribution Tables (RDTs), and the Final SRDR Government Report. Before issuing the solicitation, the DoD PM shall e-mail the DCARC an extract of the solicitation that contains the CSDR requirements for review. The solicitation will include the CAIG approved Contract plan. As noted in the example Statement of Work and the CDRLS (Figures 1 thru 8), contractors must flow down CSDR requirements to any lower tier contractor that meets the CSDR reporting thresholds.

In responding to the solicitation, contractors may accept or propose recommended changes to the CSDR plan. If changes are proposed, the DoD PM shall reconvene or advise (if changes are minor) the CWIPT and revise the contract CSDR plan, update the program CSDR plan (if necessary), and forward both to the DCARC for final review and approval before contract award. Close coordination with the CWIPT is required, and any changes must be documented by submission of a revised CSDR plan. Only the final CAIG approved CSDR plan will be placed on contract; any changes negotiated outside of the CAIG approved CSDR plan without CWIPT involvement and OSD CAIG Chair approval will not be accepted.

Figures 1 and 2 show the recommended Statement of Work (SOW) language that contains the essential instructions for implementing CCDRs and SRDRs, respectively.

In the case of CCDRs, a separate CDRL is prepared for each of the three CCDRs and the Contract Work Breakdown Structure (CWBS). Figures 3, 4, and 5 are examples of partially completed first pages of the CDRLs for DD Forms 1921, 1921-1, and 1921-2, respectively. Figure 6 is an example of a CDRL for the CWBS. In the case of SRDR, one CDRL is prepared for each of the SRDRs as shown in Figures 7 and 8.

To verify that CSDR requirements were placed on contract properly, the DoD PM must submit copies of all signed CDRLs for all contracts and subcontracts to the DCARC within 30 days of contract award. Required CDRLs include both prime contracts and any subcontracts that have CCDR or SRDR requirements. The CDRLs shall be submitted electronically and must include the CWBS requirement and the appropriate CCDR and SRDR requirements as contained in the OSD CAIG-approved CSDR plan.

Figure 1. Proposed Solicitation Statement of Work (SOW) Language
for Contractor Cost Data Reporting

Contractor Cost Data Reporting (CCDR)
Proposed Solicitation Statement of Work (SOW) Language

The contractor shall systematically collect and report actual contract costs to provide DoD cost analysts with needed data to estimate future costs. Contractor reports shall be prepared in accordance with the instructions contained in the most recently approved versions of DI-FNCL-81565, DI-FNCL-81566, and DI-FNCL-81567. The contractor as part of the response to the solicitation will:

- a. Accept or propose changes to the approved Contract Cost and Software Data Reporting (CSDR) Plan, DD Form 2794, that includes the contract WBS using the approved Program Plan and the Contract Plan provided by the DoD program office as the baseline. The Contract CSDR Plan will include level 3 of the contract WBS and any lower level WBS elements designated by DoD as being high risk, high value, or high technical interest. The contractor may further extend the WBS for its own reporting purposes.
- b. Negotiate, if appropriate, a revised Contract CSDR Plan that will be submitted by the DoD program office to the DCARC for review and the Cost Analysis Improvement Group (CAIG) Chair's approval. The final approved Contract CSDR Plan will be incorporated into the contract.
- c. IAW DFAR 215.403-5, provide contract cost estimates on the DD Forms 1921, 1921-1 and 1921-2 using the contract CWBS dictionary proposed in subparagraph a above.

After contract award the contractor shall:

- d. Provide the final contract WBS and dictionary IAW DI-MGMT-81334 within 60 days after contract award. Maintain and update the WBS and dictionary during contract execution. Submittals will be no more frequent than CCDR reports.
- e. Prepare and provide CCDRs IAW DI-FNCL-81565, DI-FNCL- 81566, and DI-FNCL-81567 and with the approved Contract CSDR Plan.
- f. Flow down CCDR requirements to any lower tier contractor that will have a contract valued at over \$50 million or any contracts valued at between \$7 million and \$50 million that are designated by the DoD program office as being high risk, high value, or high technical interest.

CCDR Evaluation

The contractor's proposed CDSR Plan will be evaluated based on data needs, the approved program CSDR Plan and the Contract CSDR Plan. The contractor is encouraged to propose changes to either plan to improve reporting accuracy, consistency, and relevancy. The DD Forms 1921, 1921-1, and 1921-2 cost estimates and CWBS dictionary will be evaluated based upon their consistency with the contractor's proposed Contract CSDR Plan.

Figure 2. Proposed Solicitation Statement of Work (SOW) Language
for Software Resources Data Reporting

**Software Resources Data Reporting (SRDR)
Proposed Solicitation Statement of Work (SOW) Language**

SRDR Instructions

The Government identifies software resources data on the elements identified within the attached CSDR Plan, DD Form 2794. The data for each marked element are contained in the most recently approved versions of the DI-MGMT-81739 and DI-MGMT-81740. The government objective is to collect a subset of the same data that the contractor normally collects to oversee and manage software development efforts. Therefore, the Government expects the contractor to customize or tailor the sample formats to be consistent with data it normally collects. The Government will approve the customized or tailored formats proposed by the contractor. The contractor shall provide a SRDR Data Dictionary with the customized formats.

The contractor shall submit the completed SRDR Initial Developer Report within 60 days after contract award for the entire software product, and within 60 days after initiation of each software release or build. The contractor shall submit a completed SRDR Final Developer Report within 60 days of delivery of each delivered software release. The contractor shall submit a completed SRDR Final Developer Report for the entire software product within 60 days of delivery of the final software element. Report format and other delivery requirements are specified in the attached CDRL.

SRDR Evaluation

The contractor's customized SRDR and Data Dictionary will be evaluated on the extent to which (1) the report captures the Government's stated need and (2) the data provided is integrated with the contractor's normal oversight and management procedures.

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)					Form Approved OMB No. 0704-0188			
<p>The public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0701-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Please DO NOT RETURN your form to the above address. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.</p>								
A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY: TDP _____ TM _____ OTHER _____				
D. SYSTEM/ITEM			E. CONTRACT/PR NO.		F. CONTRACTOR			
1. DATA ITEM NO.	2. TITLE OF DATA ITEM Cost Data Summary Report (DD Form 1921)			3. SUBTITLE Contractor Cost Data Reporting (CCDR)			17. PRICE GROUP	
4. AUTHORITY (Data Acquisition Document No.) DI-FNCL-81565			5. CONTRACT REFERENCE		6. REQUIRING OFFICE			18. ESTIMATED TOTAL PRICE
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION			
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION		a. ADDRESSEE		b. COPIES	
16. REMARKS Prepare Blocks 10 through 13 in accordance with the OSD CAIG Chair-approved Cost and Software Data Reporting (CSDR) Plan provisions, the WBS Data Dictionary, and the CSDR Manual (DoD 5000.04-M-1). The CSDR Plan is included as contract attachment 1. The CSDR Manual is available from the Defense Cost and Resource Center (DCARC) Web site at http://dcarc.pae.osd.mil . Prepare CCDR data in electronic format in accordance with the detailed instructions contained in Data Item Description DI-FNCL-81565 (most recently approved version). All CCDR-related forms must be electronically forwarded to the DCARC Web site at http://dcarc.pae.osd.mil . Prime contractors are responsible for flowing down CCDR requirements contained in their prime contracts to all subcontractors who meet the reporting thresholds. This includes requiring subcontractors to electronically report directly to the DCARC.								
					DCARC			
					See Block 16			
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Page of Pages

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A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY: TDP _____ TM _____ OTHER _____										
D. SYSTEM/ITEM			E. CONTRACT/PR NO.		F. CONTRACTOR									
1. DATA ITEM NO.	2. TITLE OF DATA ITEM Functional Cost-Hour Report (DD Form 1921-1)				3. SUBTITLE Contractor Cost Data Reporting (CCDR)									
4. AUTHORITY (Data Acquisition Document No.) DI-FNCL-81566			5. CONTRACT REFERENCE		6. REQUIRING OFFICE									
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY		12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION								
8. APP CODE		11. AS OF DATE		13. DATE OF SUBSEQUENT SUBMISSION		a. ADDRESSEE		b. COPIES						
						Draft		Final						
						Reg		Repro						
16. REMARKS Prepare Blocks 10 through 13 in accordance with the OSD CAIG Chair-approved Cost and Software Data Reporting (CSDR) Plan provisions, the WBS Data Dictionary, and the CSDR Manual (DoD 5000.04-M-1). The contract CSDR Plan is included as contract attachment 1. The CSDR Manual is available from the Defense Cost and Resource Center (DCARC) Web site at http://dcarc.pae.osd.mil . Prepare CCDR data in electronic format in accordance with the detailed instructions contained in Data Item Description DI-FNCL-81566 (most recently approved version). All CCDR-related forms must be electronically forwarded to the DCARC Web site at http://dcarc.pae.osd.mil . Prime contractors are responsible for flowing down CCDR requirements contained in their prime contracts to all subcontractors who meet the reporting thresholds. This responsibility includes requiring subcontractors to electronically report directly to the DCARC.						DCARC								
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**Figure 5. Example of DD Form 1423-1, “Contract Data Requirements List”
(Page 1), for DD Form 1921-2, “Progress Curve Report”**

CONTRACT DATA REQUIREMENTS LIST <i>(1 Data Item)</i>						Form Approved OMB No. 0704-0188			
The public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0701-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Please DO NOT RETURN your form to the above address. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.									
A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY: TDP _____ TM _____ OTHER _____					
D. SYSTEM/ITEM			E. CONTRACT/PR NO.		F. CONTRACTOR				
1. DATA ITEM NO.		2. TITLE OF DATA ITEM Progress Curve Report (DD Form 1921-2)			3. SUBTITLE Contractor Cost Data Reporting (CCDR)				
4. AUTHORITY (Data Acquisition Document No.) DI-FNCL-81567			5. CONTRACT REFERENCE		6. REQUIRING OFFICE				
7. DD 250 REQ		9. DIST STATEMENT REQUIRED		10. FREQUENCY		12. DATE OF FIRST SUBMISSION			
8. APP CODE		11. AS OF DATE		13. DATE OF SUBSEQUENT SUBMISSION		14. DISTRIBUTION			
16. REMARKS Prepare Blocks 10 through 13 in accordance with the OSD CAIG Chair-approved Cost and Software Data Reporting (CSDR) Plan provisions, the WBS Data Dictionary, and the CSDR Manual (DoD 5000.04-M-1). The contract CSDR Plan is included as contract attachment 1. The CSDR Manual is available from the Defense Cost and Resource Center (DCARC) Web site at http://dcarc.pae.osd.mil . Prepare CCDR data in electronic format in accordance with the detailed instructions contained in Data Item Description DI-FNCL-81567 (most recently approved version). All CCDR-related forms must be electronically forwarded to the DCARC Web site at http://dcarc.pae.osd.mil . Prime contractors are responsible for flowing down CCDR requirements contained in their prime contracts to all subcontractors who meet the reporting thresholds. This responsibility includes requiring subcontractors to electronically report directly to the DCARC.				a. ADDRESSEE		b. COPIES			
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Page ____ of ____ Pages

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**Figure 6. Example of DD Form 1423-1, “Contract Data Requirements List”
(Page 1), for the Contract Work Breakdown Structure**

CONTRACT DATA REQUIREMENTS LIST <i>(1 Data Item)</i>										Form Approved OMB No. 0704-0188					
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A. CONTRACT LINE ITEM NO.			B. EXHIBIT			C. CATEGORY: TDP _____ TM _____ OTHER _____									
D. SYSTEM/ITEM					E. CONTRACT/PR NO.				F. CONTRACTOR						
1. DATA ITEM NO.		2. TITLE OF DATA ITEM Contract Work Breakdown Structure (CWBS)						3. SUBTITLE							
4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-81334					5. CONTRACT REFERENCE				6. REQUIRING OFFICE						
7. DD 250 REQ		9. DIST STATEMENT REQUIRED		10. FREQUENCY		12. DATE OF FIRST SUBMISSION				14. DISTRIBUTION					
8. APP CODE				11. AS OF DATE		13. DATE OF SUBSEQUENT SUBMISSION				a. ADDRESSEE		b. COPIES			
												Draft		Final	
16. REMARKS Prepare Blocks 10 through 13 and the CWBS in accordance with DI-MGMT-81334 (most recently approved version), the CSDR Manual (DoD 5000.04-M-1), and the OSD CAIG Chair-approved contract CSDR Plan. The CSDR Manual is available from the Defense Cost and Resource Center (DCARC) Web site at http://dcarc.pae.osd.mil . The CWBS and Dictionary must be electronically forwarded to the DCARC Web site at http://dcarc.pae.osd.mil . Prime contractors are responsible for flowing down CSDR requirements contained in their prime contracts to all their subcontractors who meet the reporting thresholds. This responsibility includes requiring subcontractors to electronically report directly to the DCARC.										DCARC					
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Reset

(Page 1), “Software Resources Data Report: Initial Developer Report and Data Dictionary”

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**Figure 8. Example of DD Form 1423-1, “Contract Data Requirements List”
(Page 1), “Software Resources Data Report:
Final Developer Report”**

CONTRACT DATA REQUIREMENTS LIST <i>(1 Data Item)</i>						<i>Form Approved</i> <i>OMB No. 0704-0188</i>									
<p>The public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0701-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Please DO NOT RETURN your form to the above address. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.</p>															
A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY: TDP _____ TM _____ OTHER _____											
D. SYSTEM/ITEM			E. CONTRACT/PR NO.		F. CONTRACTOR										
1. DATA ITEM NO.		2. TITLE OF DATA ITEM Software Resources Data Report: Final Developer Report and Data Dictionary			3. SUBTITLE Software Resources Data Reporting (SRDR)										
4. AUTHORITY <i>(Data Acquisition Document No.)</i> Not applicable			5. CONTRACT REFERENCE Provided by the contractor		6. REQUIRING OFFICE										
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION										
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">a. ADDRESSEE</td> <td colspan="3">b. COPIES</td> </tr> <tr> <td></td> <td>Draft</td> <td>Reg</td> <td>Repro</td> </tr> </table>			a. ADDRESSEE	b. COPIES				Draft	Reg	Repro
a. ADDRESSEE	b. COPIES														
	Draft	Reg	Repro												
16. REMARKS Prepare Blocks 10 through 13 in accordance with the OSD CAIG Chair-approved SRDR Plan provisions and the Cost and Software Data Reporting (CSDR) Manual (DoD 5000.04-M-1). The SRDR Plan is included as contract attachment 1. The CSDR Manual is available from the Defense Cost and Resource Center (DCARC) Web site at http://dcarc.pae.osd.mil . Prepare SRDR data in electronic format in accordance with the detailed instructions contained in Data Item Description DI-MGMT-81740 (most recently approved version). All SRDR-related forms must be electronically forwarded to the DCARC Web site at http://dcarc.pae.osd.mil . Prime contractors are responsible for flowing down SRDR requirements contained in their prime contracts to all subcontractors who meet the reporting thresholds. This responsibility includes requiring subcontractors to electronically report directly to the DCARC.					DCARC										
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